



UNITED STATES MARINE CORPS
U.S. MARINE CORPS AIR STATION
YUMA, ARIZONA 85369-5001

IN REPLY REFER TO:

StaO 12315.1A
3BF:FXM
30 Apr 1987

STATION ORDER 12315.1A

From: Commanding Officer
To: Distribution List

Subj: Probationary Period for Supervisors and Managers

Ref: (a) FPM 315 (NOTAL)
(b) CPI 315.9 (NOTAL)

Encl: (1) Notification of Probationary Period Requirement

1. Purpose. To publish guidance and procedures for probation upon initial appointment to a supervisory or managerial position.

2. Cancellation. StaO 12315.1.

3. Information. The accomplishment of an activity's mission depends to a large extent upon the caliber of its supervisors and managers. The purpose of the probationary period is to give new supervisors and managers a chance to develop the unique skills and abilities which cannot be readily taught or developed in other kinds of positions. The probationary period provides an opportunity to assess the new appointee's supervisory or managerial performance (not technical ability or program knowledge) and to return an employee to a nonsupervisory or nonmanagerial position without undue formality should circumstances warrant.

4. Pre-planning

a. Pre-planning will help avoid later difficulties in placing an employee who does not successfully complete a supervisory or managerial probationary period. Options which should be considered are:

(1) Do not fill the position from which the employee was promoted or reassigned until it is reasonable to believe the employee will successfully complete the probationary period.

(2) Use temporary promotion or reassignment to fill the position vacated by the new supervisor or manager. If stated in the announcement, a competitive temporary promotion may be made permanent at a later date without further competition.

b. A SF-52, Request for Personnel Action, submitted to permanently fill a position recently vacated by a new supervisor or manager must explain by a remark on the SF-52 why option (2) is not feasible.

30 Apr 1987

5. Definitions

a. Supervisory Position: A General Schedule position classified as "supervisory" under Office of Personnel Management (OPM) Grade Evaluation Guide for General Schedule Positions, or a Federal Wage System position classified as a Foreman or General Foreman under the Job Grading Standard for Supervisors.

b. Managerial Position: A position classified as managerial under the OPM Supervisory Grade Evaluation Guide.

6. Basic Requirement and Length of Probationary Period

a. A one year probationary period requirement applies to all newly appointed supervisors and managers in the competitive service, except that an employee who has previously completed a managerial probationary period is exempt from the requirement to complete a subsequent supervisory probation period. If a position is classified as both supervisory and managerial, an employee is required to complete a single probationary period.

b. Employees who, as of 11 August 1979, were serving or have served in permanent supervisory or managerial positions in the Federal Service or in time limited supervisory or managerial positions under an official assignment exceeding 120 days, are exempt from the comparable probationary period requirement. A former supervisor who is assigned to a managerial position after 11 August 1979 is subject to a probationary period for managers, although an exception may be made under paragraph 6d, below.

c. In the absence of records which clearly support an employee's claim that he or she should be exempt from the requirement because of previous service in a supervisory or managerial position, the employee will be required to serve a probationary period. An employee may contest this determination under the Administrative Grievance Procedures.

d. Upon initial placement to a managerial position, an employee may be excepted from the managerial probation requirement if the employee has previously served satisfactorily as a supervisor in the Federal Service. The decision to except such an employee rests with the immediate supervisor of the managerial position and must be justified on the basis of performance and experience in the supervisory position and reviewed by a level of authority above the initiating supervisor. This decision will be coordinated with the Placement Officer, Civilian Personnel Office (CPO), and the justification for the exception documented in writing.

e. An employee who is temporarily appointed, promoted, or assigned to a supervisory or managerial position which is scheduled to exceed 120 days, will be required to serve a probationary period if otherwise subject to that requirement.

30 Apr 1987

7. Crediting Service Toward Completion of the Probationary Period

a. An employee who is transferred, reassigned, or promoted to another supervisory or managerial position is subject to the probationary period prescribed for the new position. Service in the former position counts toward completion of the probationary period prescribed for the new position, except that if the former position was supervisory and the new position is managerial, the time spent in the supervisory position may be credited only as provided in paragraph 6d, above.

b. When an employee serving probation under this order is temporarily placed in another supervisory or managerial position (under detail, temporary promotion, or reassignment), the temporary service is creditable toward completion of the probationary period.

c. When an employee serving probation under this order is temporarily placed in a nonsupervisory position, the temporary service is not creditable toward completion of the probationary period. The service prior to temporary placement in the non-supervisory position is creditable.

d. Prior temporary probationary service counts toward the completion of a later supervisory or managerial probationary period, as outlined above.

e. When a previous probationary period has been terminated without completion, other than for unacceptable supervisory or managerial performance (permanent placement in a nonsupervisory or nonmanagerial position, nonpay status, break in service), the employing supervisor, in consultation with the Placement Officer, Civilian Personnel Office, will determine the extent to which prior service is creditable toward completion of the probationary period required under subsequent appointment. This determination will be in writing and will be based on performance and experience gained in the prior position.

f. Absence in a nonpay status while on the rolls (other than absence because of compensable injury or military duty) is creditable up to a total of 22 workdays. Absence (on or off the rolls) due to compensable injury, or military duty from which an employee is entitled to restoration or priority consideration is creditable in full.

g. When an employee is separated or demoted for cause or is placed in a nonsupervisory or nonmanagerial position for deficiencies in supervisory or managerial performance, that service does not count toward meeting a probationary period required under subsequent appointment.

30 Apr 1987

8. Documentation

a. Documentation of the probationary period requirement and duration must be shown in item 37 of the SF-50, Notification of Personnel Action, which assigns the employee to the supervisory or managerial position in accordance with FPM Supplement 296-33.

(1) If an employee has already served a probationary period under this order, also identify the position and period of service in which probationary period was completed.

(2) If a probationary period has not previously been completed, include the remark: "Probationary period of one year required under FPM 315.9 and Sta0 12315.1A."

(3) If the employee is exempt from serving a probationary period based on previous Federal Service, also identify the position and period of service on which exemption is based.

b. The employee will be notified of the requirement for a probationary period, its duration and entitlements to placement if the probationary period is not successfully completed.

c. The supervisor of an employee subject to a supervisory or managerial probationary period will be notified of this by the enclosure.

d. No later than 60 days prior to the end of the probationary period, CPO will send a Probationary Service For Managers and Supervisors Certification form to the immediate supervisor to fill out and return to CPO. This form will document satisfactory completion of probation in the employee's Official Personnel Folder.

9. Training. Unless previously accomplished, training on Federal, Department of the Navy, and local personnel management policies and practices is required for all new supervisors during their probationary period. At least 40 hours of basic supervisory development shall be accomplished within the first six months of the required probationary period.

10. Evaluation of Probationers. New supervisors and managers who are required to serve a probationary period must be given an adequate opportunity to prove themselves. To assure a full and fair trial period, the immediate supervisor of the supervisory or managerial position will review model performance standards available in Appendix A to CPI 315.9 and develop specific written performance standards to evaluate the probationers. Assistance in developing standards may be obtained from the Labor Relations Officer, Civilian Personnel Office. The immediate supervisor will give a copy of the standards to the employee. Probationers must be kept advised of their progress during the probation period based on those standards.

30 Apr 1987

11. Failure to Satisfactorily Complete Probation

a. Satisfactory completion of the probationary period is a prerequisite to continuation in the position. If, after reasonable trial, an evaluation of the employee's performance reveals supervisory or managerial deficiencies, which make them unsuited for continued employment in the position, the employee will be returned to a nonsupervisory or nonmanagerial position. Such determination must be made, and the employee notified, prior to completion of the probationary period.

b. The decision to return an employee to a nonsupervisory or nonmanagerial position under this order must be initiated by the employee's immediate supervisor and concurred in by the next higher supervisor. If that supervisor is a department head or higher, the decision is final, otherwise the decision must be referred to the department head for final review and concurrence.

c. This decision will be coordinated with the Labor Relations Officer, Civilian Personnel Office. The employee will be given written notice which provides sufficient factual information to make clear the basis for the decision.

d. An action to return or reassign an unsuccessful supervisor or manager under this order may be taken only for reasons directly related to the employee's performance as a supervisor or manager. An action to demote or separate for conduct or for performance not related to supervisory or managerial performance must be processed under appropriate procedures.

e. An action to return or reassign an employee for failure to satisfactorily complete the probationary period will be documented by an SF-50 in accordance with FPM Supplement 296-33.

12. Position to Which Returned. An employee who is removed from a supervisory or managerial position under this order is entitled, except as provided in 12c below, to be placed in a position of no lower grade and pay than the one the employee left to accept the supervisory or managerial position. The employee's entitlement is agencywide although efforts will be made to place the employee within the same commuting area. The promotion potential of a position is not a factor to be considered in determining the position to which an employee is entitled.

a. A transferee has a right to a position in the employing agency - not back to the agency from which transferred.

b. An employee who is appointed to a supervisory or managerial position from a register or based on reinstatement or noncompetitive eligibility and who is not serving a probationary period under subchapter 8 of reference (a), is entitled to be placed in vacant position equal in grade to that currently held. There is no authority to demote such an employee.

30 Apr 1987

c. If the former position (the one the employee left to accept the supervisory or managerial position) is at a higher grade than the supervisory or managerial position, the employee is entitled to be placed in a position at the same grade as the position in which he or she was serving probation. Repromotion would then be in accordance with the Merit Promotion Plan.

13. Method of Placement. Placement determination will be made by the Civilian Personnel Officer. If an appropriate vacancy does not exist, the Position Management Officer may establish a temporary position to place the employee during attempts to locate an appropriate continuing position or until such becomes available. If there is no appropriate way to place the employee in a continuing position no lower than the one occupied before assignment to the supervisory or managerial position in the activity, assistance may be solicited from Headquarters, United States Marine Corps to place the employee in a position within the Department of the Navy. Reduction-in-force procedures in which the employee competes with others to determine the position to which assigned may not be used.

14. Effect of Return on Within-grade Increases. An employee who is promoted to a supervisory or managerial position and is then returned to his or her former grade-level, is entitled to credit toward a within-grade increase at the lower grade for the time spent at the higher grade.

15. Effect on Subsequent Consideration. The return of an employee to a nonsupervisory or nonmanagerial position under this order is not grounds, in and of itself, for denying the employee consideration for subsequent assignment to such a position. Position requirements and individual abilities vary substantially. An employee who is not suited to a particular position might be able to perform satisfactorily in another supervisory or managerial job.

16. Grade and Pay Retention. An employee who is returned to a lower grade position for failure to satisfactorily complete probation under this order is not entitled to grade or pay retention. An employee's entitlement to grade or pay retention (in connection with a demotion to a supervisory position) is not affected if the employee is reassigned later because of failure to satisfactorily complete the probation period. An employee whose entitlement to grade retention ends when promoted to a supervisory position may resume the remainder of the period of eligibility if probation is not completed and the employee is returned to the position (or equivalent) in which he or she was entitled to grade or pay retention.

17. Appeals and Grievances

a. The return of an employee to a nonsupervisory or non-managerial position is not covered under the Navy Administrative Grievance Procedure.

30 Apr 1987

b. The return of an employee to a nonsupervisory or non-managerial position under this order is not appealable, except:

(1) An employee who alleges that action taken under this order was based on partisan political affiliation or marital status, may appeal to the Merit System Protection Board, and

(2) An employee who alleges that action taken under this order was based on discrimination due to race, color, religion, sex, national origin, physical handicap, or age (provided the complainant is at least 40 years old as of the date of the alleged discriminatory action), may file under the discrimination complaint process.

18. Applicability. The Complex Director, West Coast Commissary Complex, El Toro concurs and makes this directive applicable to all civil service employees of the Yuma Commissary Store.


J. J. SULLIVAN
By direction

DISTRIBUTION: C

30 Apr 1987

NOTIFICATION OF PROBATIONARY PERIOD REQUIREMENT

From: Placement Officer
To: (Immediate Supervisor and Organization)
Subj: PROBATIONARY PERIOD FOR A SUPERVISORY OR MANAGERIAL
EMPLOYEE
Ref: (a) StaO 12315.1A
(b) StaO 12410.1D

1. The employee named below, who has been placed into a supervisory or managerial position under your immediate supervision, is required to serve a probationary period:

Employee's Name:
Position Title and Grade:
Date Probationary Period Begins:
Date Probationary Period Ends:

2. Your responsibilities during the probationary period are set forth in reference (a). Contact the Labor Relations Officer, extension 2899, within 30 days regarding performance standards for this position.

3. Reference (b) sets forth the mandatory training requirements for new supervisors. Forty hours of basic supervisory development must be accomplished within 6 months from the date the probationary period begins. For information on available supervisory training, contact the Employee Development Officer, extension 2799.

(signed)
Placement Officer

Copy to:
OPF
Labor Relations Officer
Employee Development Officer
Employee

ENCLOSURE (1)